



## **NORTHERN BAHR EL GHAZAL**



### **FUNCTIONAL STATEMENTS**

### **MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT**

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# Director General

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Training

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Workplace  
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HRM

**MINISTERIAL FUNCTIONAL STATEMENTS**

1. Prepare, vet and approve the proposed personnel budgets (works pay, salaries and allowances) of all ministries and public institutions in the state in accordance with government policy and coordinate the same with the Ministry of Finance, Trade and Industry
2. Ministerial financial management
3. Ministerial secretariat
4. Safeguard the interests of employers and workers and protect workers from exploitation through the implementation of labour and employment laws and subordinate legislation;
5. Establish and oversee arrangements for the reconciliation and redress of work-place disputes;
6. Formulate regulations for and supervise the formation of all workers' trade unions;
7. Develop implement and maintain standard practices for state filing systems and record keeping
8. Provide technical assistance and other support to local governments in order to enhance the performance of their public service
9. Safeguard the interests of employers and workers and protect workers from exploitation through the implementation of labour and employment laws and subordinate legislation within the civil service
10. Establish and oversee arrangements for the reconciliation and redress of work-place disputes within the civil service
11. Determine, in collaboration with relevant state ministries and institutions, organizational changes needed to improve the efficiency, affordability and effectiveness of the Government of the State and make recommendations to the Council of Ministers on such changes
12. Undertake and oversee the appointment, conditions of service, promotion, discipline and termination of State public service personnel
13. Establish and manage the state public service payroll
14. Develop and execute as appropriate, a State Human Resource Development strategy for the public service through addressing and coordinating cross-cutting issues related to personnel development, capacity building and training
15. Oversee and coordinate all education and training activities in the State public service to ensure efficient and effective training programmes that meet identified needs are implemented;
16. Oversee the operation of State vocational training centres;
17. Ensure the participation of women in the public service to the mandatory level stipulated in the Interim Constitution of State;
18. Establish and maintain a human resource database of the state public service
19. Coordinate all ministerial policies and procedures
20. Issue work-permits to job seekers

**MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT**

**DIRECTORATE: HUMAN RESOURCE DEVELOPMENT**

**FUNCTIONAL STATEMENTS**

*Creating an environment conducive to human resource capacity development by educating and training state civil servants effectively and efficiently to meet the current and future human resource needs of South Sudan.*

1. Develop and execute as appropriate, a State Human Resource Development strategy for the state public service through addressing and coordinating cross-cutting issues related to personnel development, education, skills development and training
2. Oversee and coordinate all education and training activities in the State public service to ensure efficient and effective training programmes that meet identified needs are implemented;
3. Oversee the operation of State vocational training centres;

**MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT**

**DIRECTORATE: HUMAN RESOURCE DEVELOPMENT**

**DEPARTMENT: CAREER MANAGEMENT**

**FUNCTIONAL STATEMENTS**

1. Career pathing
2. Succession planning
3. Individual personnel development plans

**MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT**

**DIRECTORATE: HUMAN RESOURCE DEVELOPMENT**

**DEPARTMENT: CAPACITY ASSESSMENT AND DEVELOPMENT**

**FUNCTIONAL STATEMENTS**

1. Competency assessment/skills inventory
2. Competencies broken in training components
3. Training programmes
  - 3.1. Development
  - 3.2. Evaluation
  - 3.3. Approval
  - 3.4. Accreditation
  - 3.5. Training link to governance
4. Individual/team training analysis
5. Leadership assessment
6. Leadership development

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: HUMAN RESOURCE DEVELOPMENT</b>
<b>DEPARTMENT: CULTURE MANAGEMENT</b>
<b>FUNCTIONAL STATEMENTS</b>
<ol style="list-style-type: none"> <li>1. Change management</li> <li>2. Culture development</li> </ol>

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: DIRECTORATE: HUMAN RESOURCE DEVELOPMENT</b>
<b>DEPARTMENT: CAPACITY ASSESSMENT AND DEVELOPMENT</b>
<b>DIVISION: COMPETENCY AND TRAINING ASSESSMENT</b>
<b>FUNCTIONAL STATEMENTS</b>
<ol style="list-style-type: none"> <li>1. Competency assessment/skills inventory</li> <li>2. Competencies broken in training components</li> <li>3. Individual/team training analysis</li> </ol>

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: HUMAN RESOURCE DEVELOPMENT</b>
<b>DEPARTMENT: CAPACITY ASSESSMENT AND DEVELOPMENT</b>
<b>DIVISION: TRAINING PROGRAMMES</b>
<b>FUNCTIONAL STATEMENTS</b>
<ol style="list-style-type: none"> <li>I. Training programmes <ol style="list-style-type: none"> <li>I.1. Development</li> <li>I.2. Evaluation</li> <li>I.3. Approval</li> <li>I.4. Accreditation</li> <li>I.5. Training link to governance</li> </ol> </li> </ol>

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: HUMAN RESOURCE DEVELOPMENT</b>
<b>DEPARTMENT: CAPACITY ASSESSMENT AND DEVELOPMENT</b>
<b>DIVISION: LEADERSHIP DEVELOPMENT</b>
<b>FUNCTIONAL STATEMENTS</b> 1. Leadership assessment 2. Leadership development

**MINISTRY LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT**

**DIRECTORATE: LABOUR**

**FUNCTIONAL STATEMENTS**

*Within a democratic dispensation the directorate should play a significant role in reducing unemployment, poverty and inequality through a set of policies and programmes developed in consultation with social partners which are aimed at improved economic efficiency and productivity, skills development and employment creation, sound labour relations, eliminating inequality and discrimination in the workplace, alleviating poverty in employment, enhancing occupational health and safety awareness and compliance in the workplace and nurturing the culture of acceptance that worker rights are human rights.*

**Functions**

1. Safeguard the interests of employers and workers and protect workers from exploitation through the implementation of labour and employment laws and subordinate legislation;
2. Formulate regulations for and supervision of the formation of all workers' trade unions;
3. Establish and oversee arrangements for the reconciliation and redress of work-place disputes
4. Issue work permits to job seekers in Northern Bahr el Ghazal

**MINISTRY LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT**

**DIRECTORATE: LABOUR**

**DEPARTMENT: INDUSTRIAL RELATIONS**

**FUNCTIONAL STATEMENTS**

1. Promote social dialogue/social partnerships
2. Conduct membership surveys and polls to determine trade union recognition
3. Vet and sign Collective Labour Agreements
4. Facilitate and promote collective bargaining
5. Set up and service arbitration tribunals
6. Formulate regulations for and supervision of the formation of all workers' trade unions
7. Conciliate in disputes between employers and trade unions

**MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT**

**DIRECTORATE: LABOUR**

**DEPARTMENT: INDUSTRIAL RELATIONS**

**DIVISION: DISPUTE CONCILIATION**

**FUNCTIONAL STATEMENTS**

1. Conciliate in disputes between employers and trade unions
2. Set up and service arbitration tribunals

**MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT**

**DIRECTORATE: LABOUR**

**DEPARTMENT: INDUSTRIAL RELATIONS**

**DIVISION: COLLECTIVE BARGAINING**

**FUNCTIONAL STATEMENTS**

1. Vet and sign Collective Labour Agreements
2. Facilitate and promote collective bargaining
3. Formulate regulations for and supervision of the formation of all workers' trade unions

**MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT**

**DIRECTORATE: LABOUR**

**DEPARTMENT: INDUSTRIAL RELATIONS**

**DIVISION: PUBLIC RELATIONS**

**FUNCTIONAL STATEMENTS**

1. Promote social dialogue/social partnerships
2. Conduct membership surveys and polls to determine trade union recognition

**MINISTRY LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT**

**DIRECTORATE: LABOUR**

**DEPARTMENT: POLICY REVIEW AND TRAINING**

**FUNCTIONAL STATEMENTS**

1. Review draft amendments and new labour legislations and recommend same to council of ministers
2. Facilitate the promotion of programmes to enhance production and productivity;
3. Advise and conduct seminars to educate, employers and employees on the Labour Laws and Industrial Relations practices and procedure;
4. Review, in conjunction with other relevant institutions, rates of wages, hours of work and other conditions of service of various categories of employees
5. Prepare and submit labour and industrial relation instruments to

- council to ministers
6. Liaise with national and regional labour organisations.
  7. To provide guidance and support to local governments and other ministries in the state in the implementation of labour-related functions
  8. Issue work permits to job seekers in Northern Bahr el Ghazal

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: LABOUR</b>
<b>DEPARTMENT: POLICY REVIEW AND TRAINING</b>
<b>DIVISION: POLICY REVIEW</b>
<b>FUNCTIONAL STATEMENTS</b>
<ol style="list-style-type: none"> <li>1. Review draft amendments and new labour legislations and recommend same to council of ministers</li> <li>2. Review, in conjunction with other relevant institutions, rates of wages, hours of work and other conditions of service of various categories of employees</li> <li>3. Prepare and submit labour and industrial relation instruments to council to ministers</li> </ol>

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: LABOUR</b>
<b>DEPARTMENT: POLICY REVIEW AND TRAINING</b>
<b>DIVISION: TRAINING</b>
<b>FUNCTIONAL STATEMENTS</b>
<ol style="list-style-type: none"> <li>1. Facilitate the promotion of programmes to enhance production and productivity;</li> <li>2. Advise and conduct seminars to educate, employers and employees on the Labour Laws and Industrial Relations practices and procedure</li> <li>3. Liaise with national and regional labour organisations.</li> <li>4. To provide guidance and support to local governments and other ministries in the state in the implementation of labour-related functions</li> </ol>

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: LABOUR</b>
<b>DEPARTMENT: POLICY REVIEW AND TRAINING</b>
<b>DIVISION: WORK PERMIT</b>
<p align="center"><b>FUNCTIONAL STATEMENTS</b></p> <ol style="list-style-type: none"> <li>1. Issue work permits to job seekers in Northern Bahr el Ghazal</li> <li>2. Liaise with national and regional labour organizations</li> </ol>

<b>MINISTRY LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: LABOUR</b>
<b>DEPARTMENT: INSPECTORATE AND WORKPLACE SAFETY</b>
<p align="center"><b>FUNCTIONAL STATEMENTS</b></p> <ol style="list-style-type: none"> <li>1. Investigate complaints made by workers</li> <li>2. Inspect workplaces to ensure compliance with the labour laws</li> <li>3. Safeguard the interests of employers and workers</li> <li>4. Protect workers against harmful effects on their health, safety and morality</li> </ol>

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: LABOUR</b>
<b>DEPARTMENT: INSPECTORATE AND WORKPLACE SAFETY</b>
<b>DIVISION: INSPECTORATE</b>
<p align="center"><b>FUNCTIONAL STATEMENTS</b></p> <ol style="list-style-type: none"> <li>1. Investigate complaints made by workers</li> <li>2. Safeguard the interests of employers and workers</li> </ol>

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: LABOUR</b>
<b>DEPARTMENT: INSPECTORATE AND WORKPLACE SAFETY</b>
<b>DIVISION: WORKPLACE SAFETY</b>
<b>FUNCTIONAL STATEMENTS</b>

1. Inspect workplaces to ensure compliance with the labour laws
2. Protect workers against harmful effects on their health, safety and morality

**MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT**

**DIRECTORATE: PUBLIC SERVICE**

**FUNCTIONAL STATEMENTS**

1. Develop implement and maintain standard practices for state filing systems and record keeping
2. Provide technical assistance and other support to local governments in order to enhance the performance of their public service
3. Safeguard the interests of employers and workers and protect workers from exploitation through the implementation of labour and employment laws and subordinate legislation within the civil service
4. Establish and oversee arrangements for the reconciliation and redress of work-place disputes within the civil service
5. Determine, in collaboration with relevant state ministries and institutions, organizational changes needed to improve the efficiency, affordability and effectiveness of the Government of the State make recommendations to the Council of Ministers on such changes
6. Undertake and oversee the appointment, conditions of service, promotion, discipline and termination of State public service personnel
7. Establish and manage the state public service payroll
8. Ensure the participation of women in the public service to the mandatory level stipulated in the Interim Constitution of State;
9. Establish and maintain a human resource database of the state public service

**MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT**

**DIRECTORATE: PUBLIC SERVICE**

**DEPARTMENT: ARCHIVES AND RECORD SERVICES**

**FUNCTIONAL STATEMENTS**

*Records management is a process of ensuring the proper creation, maintenance, use and disposal of records to achieve efficient, transparent and accountable governance. Sound records management implies that records are managed in terms of an organisational records management programme governed by an organisational records management legislation and policy.*

1. Create, maintain and use an effective archives and record system
2. Develop, maintain and use a retention and disposal programme and processes
  - 2.1. Examines public records with a view to issuing disposal authorities on all public records to enable governmental bodies to dispose of records no longer required for functional purposes;
  - 2.2. Application for disposal authority
  - 2.3. Applying disposal authority on all current and terminated paper-based, electronic, micrographic and audio-visual records,
  - 2.4. Ensuring that retention periods are determined for all non-archival records when the disposal authority has been issued; and
  - 2.5. Ensuring that the disposal authorities are carried out on a regular basis.
3. Develop and evaluate Archives and Record Service policies
4. Ensure efficient flow of information
5. Controls access to the information
6. Develop and maintain effective records classification systems
7. Determines the conditions subject to which records can be microfilmed or electronically reproduced
8. Determines the conditions subject to which electronic records systems should be managed;
9. Inspects public records to ensure that governmental bodies comply with the requirements of GOSS and State legislation
10. Issues directives and instructions as to the management and care of public records in the custody of governmental bodies;
11. Provides training to records managers, senior administrative officials, training officials, work study officials and registry heads
12. Develop, implement and maintain the following recordkeeping systems:
  - 12.1. File plan, which is a plan by which documentation is arranged and stored to facilitate efficient retrieval and disposal. The file plan is used for both current paper-based and current electronic correspondence systems; and the
  - 12.2. Schedule for records other than correspondence files, which enables governmental bodies to manage records other than correspondence systems. These records are subject to the same requirements of control, care and disposal as records kept in correspondence systems. The records control schedule consists of at least the following parts:
    - 12.2.1. Schedule for paper-based records other than correspondence systems, which contains a description of all paper-based current records other than correspondence files;
    - 12.2.2. Schedule for microfilm records, which contains a description of all micrographic records and projects;
    - 12.2.3. Schedule for electronic records systems other than the correspondence system, which contains a description of all electronic information systems other than the electronic correspondence system;
    - 12.2.4. Schedule for audio-visual records, which contains a description of all audio-visual records.
13. Implement and maintain the following record control mechanisms
  - 13.1. Register of files opened, which contains a description and opening dates of all files that were actually opened according to the subject provisions in the filing system.
  - 13.2. Register of disposal authorities, which contain copies of all disposal authorities issued
  - 13.3. Destruction register, which contains information on the year in which non-archival records are due for destruction.
14. Provide accredited training for records managers

**MINISTRY OF LABOUR PUBLIC SERVICE  
AND HUMAN RESOURCE DEVELOPMENT**

**DIRECTORATE: PUBLIC SERVICE**

**DEPARTMENT: ARCHIVES AND RECORD  
SERVICES**

**DIVISION: FILE RETENTION AND DISPOSAL**

**FUNCTIONAL STATEMENTS**

1. Create, maintain and use an effective archives and record system
2. Ensure efficient flow of information
3. Controls access to the information
4. Develop and maintain effective records classification systems
5. Develop, maintain and use a retention and disposal programme and processes
  - 5.1. Examines public records with a view to issuing disposal authorities on all public records to enable governmental bodies to dispose of records no longer required for functional purposes;
  - 5.2. Application for disposal authority
  - 5.3. Applying disposal authority on all current and terminated paper-based, electronic, micrographic and audio-visual records,
  - 5.4. Ensuring that retention periods are determined for all non-archival records when the disposal authority has been issued; and
  - 5.5. Ensuring that the disposal authorities are carried out on a regular basis.

**MINISTRY OF LABOUR PUBLIC SERVICE  
AND HUMAN RESOURCE DEVELOPMENT**

**DIRECTORATE: PUBLIC SERVICE**

**DEPARTMENT: ARCHIVES AND RECORD  
SERVICES**

**DIVISION: INSPECTORATE  
AND TRAINING**

**FUNCTIONAL STATEMENTS**

1. Develop and evaluate Archives and Record Service policies
2. Inspects public records to ensure that governmental bodies comply with the requirements of GOSS and State legislation
3. Issues directives and instructions as to the management and care of public records in the custody of governmental bodies;
4. Provides accredited training to records managers, senior administrative officials, training officials, work study officials and registry heads

**MINISTRY OF LABOUR PUBLIC SERVICE  
AND HUMAN RESOURCE DEVELOPMENT**

**DIRECTORATE: PUBLIC SERVICE**

**DEPARTMENT: ARCHIVES AND RECORD  
SERVICES**

**DIVISION: RECORDKEEPING AND CONTROL  
SYSTEMS**

**FUNCTIONAL STATEMENTS**

Develop, implement and maintain the following recordkeeping systems:

1. File plan, which is a plan by which documentation is arranged and stored to facilitate efficient retrieval and disposal. The file plan is used for both current paper-based and current electronic correspondence systems; and the
2. Schedule for records other than correspondence files, which enables governmental bodies to manage records other than correspondence systems. These records are subject to the same requirements of control, care and disposal as records kept in correspondence systems. The records control schedule consists of at least the following parts:
  - 2.1. Schedule for paper-based records other than correspondence systems, which contains a description of all paper-based current records other than correspondence files;
  - 2.2. Schedule for microfilm records, which contains a description of all micrographic records and projects;
  - 2.3. Schedule for electronic records systems other than the correspondence system, which contains a description of all electronic information systems other than the electronic correspondence system;
  - 2.4. Schedule for audio-visual records, which contains a description of all audio-visual records.
3. Implement and maintain the following record control mechanisms
  - 3.1. Register of files opened, which contains a description and opening dates of all files that were actually opened according to the subject provisions in the filing system.
  - 3.2. Register of disposal authorities, which contain copies of all disposal authorities issued
  - 3.3. Destruction register, which contains information on the year in which non-archival records are due for destruction.
4. Ensure efficient flow of information
5. Controls access to information

**MINISTRY LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT**

**DIRECTORATE: PUBLIC SERVICE**

**DEPARTMENT: LOCAL GOVERNMENT SUPPORT**

**FUNCTIONAL STATEMENT**

Provide technical assistance and other support to local governments in order to enhance the performance of their public service

BY

1. Provides updated information on changes in state public service policies and procedures
2. Provides training and technical support as requested and needed by the State Ministry of Local Government to implement public services policies and procedures in individual local governments
3. Responds to requests for information and assistance by the State Ministry of Local Government on public service policies and procedures
4. Responds to requests for support by the State Ministry of Local Government to extend state public service systems and guidelines to local governments

Note:

The principle that higher tiers of government should provide technical assistance and other support to lower tiers of government is enshrined in the Southern Sudan Constitution. At this point in time this particular aspect of critical intergovernmental relations has not been formalized yet. Departing from this factual base it is recommended that state Directorates of Public Services create the above planning framework and incorporate this function in their organizational structures with the understanding that the particular intergovernmental process will crystallize in the near future. Only then can the organizational structure be finalized.

**MINISTRY LABOUR PUBLIC SERVICE AND HUMAN RESOURCE  
DEVELOPMENT**

**DIRECTORATE: PUBLIC SERVICE**

**DEPARTMENT: PERSONNEL MANAGEMENT**

**FUNCTIONAL STATEMENTS**

*Personnel management focuses on recruitment of, management of, and providing direction for the people who work in the organization and deals with issues related to people such as compensation, hiring, performance management, organization development, safety, wellness, benefits, employee motivation, communication, administration, and training. Effective personnel management enables employees to contribute effectively and productively to the overall institutional direction and the accomplishment of the institution's goals and objectives.*

1. Develop and maintain effective and efficient work design and organizational structures (**work design and structure**);
2. Maintain human resource stability by ensuring that all approved positions are filled with suitable persons (**Appointment management**);
3. Develop and maintain suitable system of remuneration and rewards (**remuneration and rewards**);
4. Enhance government performance by implementing a suitable performance management system (**Performance management**);
5. Create structures and processes to ensure effective intra- and intergovernmental relations and open communication channels (**Relationship management**);
6. Ensure effective payroll, employee contracts, health and safety matters and pension fund administration (**Administration**);
7. Develop, maintain and implement disciplinary procedures, grievance procedure, and negotiation forums to facilitate conflict resolution (**Personnel relations**);
8. Develop and manage exit strategies (**Exit management**);

**MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT**

**DIRECTORATE: PUBLIC SERVICE**

**DEPARTMENT: PERSONNEL MANAGEMENT**

**DIVISION: HUMAN RESOURCE ESTABLISHMENT**

**FUNCTIONAL STATEMENTS**

**1. Work design and structure**

- 1.1. Work analysis and design
  - 1.1.1. Functional statements
  - 1.1.2. Organizational structure
  - 1.1.3. Staff establishment
  - 1.1.4. Job descriptions

- 1.2. Interfaces
- 1.3. Job evaluation

**2. Appointments**

- 2.1. Planning and controlling of resource allocation
- 2.2. Promotion
- 2.3. Transfer
- 2.4. Redeployment
- 2.5. Recruitment
- 2.6. Skills and competency assessment
- 2.7. Selection
- 2.8. Deployment
- 2.9. Induction
- 2.10. Pension fund

**3. Administration**

- 3.1. Payroll administration
- 3.2. Employee administration
- 3.3. Employee contracts
- 3.4. Health and safety

**4. Exit management**

- 4.1. Retirement
- 4.2. Retrenchment
- 4.3. Dismissal
- 4.4. Resignation
- 4.5. Medical boarding
- 4.6. Death

**5. Relationship management**

- 5.1. Intra- and Inter-governmental relations
- 5.2. Organizational networks
- 5.3. Communication
- 5.4. Information dissemination

**MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT**

**DIRECTORATE: PUBLIC SERVICE**

**DEPARTMENT: PERSONNEL MANAGEMENT**

**DIVISION: HUMAN RESOURCE PERFORMANCE MANAGEMENT**

**FUNCTIONAL STATEMENTS**

**1. Remuneration and rewards**

- 1.1. Market related remuneration
- 1.2. Performance incentives
- 1.3. Remuneration structures

**2. Performance management**

- 2.1. Performance:
- 2.2. Contracts
- 2.3. Appraisal
- 2.4. Recognition
- 2.5. Improvement/capacity building

**3. Personnel relations**

- 3.1. Disciplinary procedures
- 3.2. Grievance procedure
- 3.3. Negotiation forums
- 3.4. Conflict resolution
- 3.5. Labour relations management

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: ADMINISTRATION AND FINANCE</b>
<b>FUNCTIONAL STATEMENT</b>
<i>The directorate Administration and finance is responsible to prepare, vet and approve personnel budgets of all state ministries and public institutions as well as for the day to day financial management and secretarial functions including public relations.</i>
<ol style="list-style-type: none"> <li>1. Prepare, vet and approve the proposed personnel budgets (works pay, salaries and allowances) of all ministries and public institutions in the state in accordance with government policy and coordinate the same with the Ministry of Finance, Trade and Industry</li> <li>2. Ministerial financial management</li> <li>3. Ministerial secretariat</li> <li>4. Coordinate all ministerial procedures and policies</li> </ol>

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: ADMINISTRATION AND FINANCE</b>
<b>DEPARTMENT: PERSONNEL BUDGET MANAGEMENT</b>
<b>FUNCTIONAL STATEMENT</b>
<ol style="list-style-type: none"> <li>I Compile draft State personnel budget <ol style="list-style-type: none"> <li>I.1. Obtain budget parameters from Ministry of Finance, Trade and Industry</li> <li>I.2. Provide budget parameters to state ministries and public institutions</li> <li>I.3. Obtain budget related information from state ministries and public institutions</li> <li>I.4. Vet budget related information received from state ministries and public institutions</li> <li>I.5. Co-ordinate budget related information between state ministries and public institutions</li> </ol> </li> <li>2. Submit draft state personnel budget to Ministry of Finance, Trade and Industry for incorporating in state budget</li> <li>3. Vet approved state personnel budget received from Ministry of Finance and Industry</li> <li>4. Coordinate budget control procedures instituted by Ministry of Finance, Trade and Industry with state ministries and public institutions</li> </ol>

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: ADMINISTRATION AND FINANCE</b>
<b>DEPARTMENT: PERSONNEL BUDGET MANAGEMENT</b>
<b>DIVISION: COMPILATION AND COORDINATION</b>
<b>FUNCTIONAL STATEMENT</b>
<ul style="list-style-type: none"> <li>1 Compile draft State personnel budget <ul style="list-style-type: none"> <li>1.1. Obtain budget parameters from Ministry of Finance, Trade and Industry</li> <li>1.2. Provide budget parameters to state ministries and public institutions</li> <li>1.3. Obtain budget related information from state ministries and public institutions</li> <li>1.4. Vet budget related information received from state ministries and public institutions</li> <li>1.5. Co-ordinate budget related information between state ministries and public institutions</li> </ul> </li> <li>2. Submit draft state personnel budget to Ministry of Finance, Trade and Industry for incorporating in state budget</li> </ul>

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: ADMINISTRATION AND FINANCE</b>
<b>DEPARTMENT: PERSONNEL BUDGET MANAGEMENT</b>
<b>DIVISION: VETTING AND CONTROL</b>
<b>FUNCTIONAL STATEMENT</b>
<ul style="list-style-type: none"> <li>1. Vet approved state personnel budget received from Ministry of Finance and Industry</li> <li>2. Coordinate budget control procedures instituted by Ministry of Finance, Trade and Industry with state ministries and public institutions</li> </ul>

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: ADMINISTRATION AND FINANCE</b>
<b>DEPARTMENT: FINANCIAL MANAGEMENT</b>
<b>FUNCTIONAL STATEMENT</b>
<ul style="list-style-type: none"> <li>1. Ministerial procurement management <ul style="list-style-type: none"> <li>1.1. Ministerial fleet control</li> </ul> </li> <li>2. Ministerial budgeting and planning <ul style="list-style-type: none"> <li>2.1. Planning</li> <li>2.2. Ministerial income management</li> <li>2.3. Ministerial expenditure management</li> <li>2.4. Ministerial budget control</li> </ul> </li> </ul>

3. Ministerial internal audit

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: ADMINISTRATION AND FINANCE</b>
<b>DEPARTMENT: FINANCIAL MANAGEMENT</b>
<b>DIVISION: PROCUREMENT</b>
<b>FUNCTIONAL STATEMENT</b>
1. Procurement
2. Fleet control

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: ADMINISTRATION AND FINANCE</b>
<b>DEPARTMENT: FINANCIAL MANAGEMENT</b>
<b>DIVISION: : BUDGET AND PLANNING</b>
<b>FUNCTIONAL STATEMENT</b>
1. Planning and budgeting
2. Income
3. Expenditure
4. Budget control

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: ADMINISTRATION AND FINANCE</b>
<b>DEPARTMENT: FINANCIAL MANAGEMENT</b>
<b>DIVISION: INTERNAL AUDIT</b>
<b>FUNCTIONAL STATEMENT</b>
Internal Audit

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: ADMINISTRATION AND FINANCE</b>
<b>DEPARTMENT: SECRETERIATE</b>
<b>FUNCTIONAL STATEMENT</b>
1. Ministerial secretariat
2. Ministerial records management
3. Ministerial legal advice
4. Ministerial Human Resource Management
5. Public and inter ministerial relations

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: ADMINISTRATION AND FINANCE</b>
<b>DEPARTMENT: SECRETERIATE</b>
<b>DIVIDION: SECRETARIAL SERVICES</b>
<b>FUNCTIONAL STATEMENT</b>
<ol style="list-style-type: none"> <li>1. Secretariat</li> <li>2. Records management</li> <li>3. Public and inter ministerial relations</li> </ol>

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: ADMINISTRATION AND FINANCE</b>
<b>DEPARTMENT: SECRETERIATE</b>
<b>DIVIDION: LEGAL AFFAIRS</b>
<b>FUNCTIONAL STATEMENT</b>
<ol style="list-style-type: none"> <li>1. Legal advice</li> <li>2. Coordinate all ministerial procedures and policies</li> </ol>

<b>MINISTRY OF LABOUR PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT</b>
<b>DIRECTORATE: ADMINISTRATION AND FINANCE</b>
<b>DEPARTMENT: SECRETERIATE</b>
<b>DIVIDION: HUMAN RESOURCE MANAGEMENT</b>
<b>FUNCTIONAL STATEMENT</b>
<ol style="list-style-type: none"> <li>1. Human Resource Management</li> </ol>

